Privacy, Security Workgroup
Meeting Summary
February 19, 2002

In Attendance: Rhonda Anderson, David Day, Bobbie Holm, Frances LaBaw, Mina Martel, Candace Murch, David Nelson, Debi Orr, Joe Prado, Shneor Sherman, Raymond Strauss-King, Kathy Styc, Ray Young, Alan Zamansky.
Teleconference participant(s): Steve Chu, Veronica Jones and Marilyn Von Brauchitsch.
 My apologies if I missed anyone.

I. **Introductions / Welcome/New Items**
   - Shneor Sherman chaired the meeting.
   - The minutes of February 5th were change as follows: Presentation of Action Items, (first bullet, Bobbie Holm second paragraph). Bobbie stated that it is more appropriate for the Privacy and Security Workgroup to get the e-mail distribution list from Ken McKinstry for distribution of the draft template to the Statewide Workgroup members.

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II. **Review Draft Templates:**
   - Frances La Baw presented the Patient Authorization Information Release Form and more changes were suggested. It was suggested that the instructions more simplified for the person administering the form as will for easier foreign language translation. It should also site, CFR 45, Section 164.502, and to refer to the privacy notification. This form is to be used as a model template and entities may change it to fit their needs. Dave Nelson suggested that procedures to revoke an authorization be written to require some form of identification to identify by telephone. Frances will incorporate these new changes and distribute the form by this afternoon.
   - The Patient Authorization Information Template was deferred until the form is completed.
   - Dave Nelson presented the Enforcement Template. He read the template for those on telephone conference that did not have a copy. This template was designed to assist organizations to set standards for enforcement of the HIPAA Privacy Rule. It addressed a specific HIPAA requirement, which is referenced as 45 CFR Subtitle A, Subchapter C Section 164.530(e)(1) Standard Sanctions. One area on constraints will be changed after the California Office of HIPAA Implementation (CalOHI) Legal Workgroup completes the legal matrix to compare the regulation to California Law. Changes discussed at the meeting will be incorporated and distributed to the workgroup to review and discuss for finalizing at the next meeting. It will also be distributed to other departments to get their expertise. An excellent job well done by Dave Nelson, Shneor Sherman, France LaBaw, and Candace Murch, a specialist on labor relations.
   - The Privacy and Security workplan templates are still under development.

III.   Presentations of Action Items:
- Shneor stated that the DOIT Security Policy is still in the governor's office for signature. He mentioned that the Department of Health Services (DHS) has done extensive work on their own Security Policy   He also stated that the framework of the security policies is not the same, and recommended that departments should seek input from program and business areas as in addition to information technology in developing their own policies. .
- Shneor announced that it is possible that the Privacy and Security Workgroup will be split to form two workgroups. It may be announced at the Statewide Workgroup Meeting on February 25.
- Shneor stated the there is still the Authentication, Certification and Encryption Templates to be done. Any volunteers are welcome.
- Bobbie stated that the Communication Workgroup would address both the internal and external communication process.
- Shneor asked if anyone was interested in a presentation on Public Key Infrastructure (PKI). Shneor will make this presentation at the next meeting.
- The workgroup needs to discuss a method to of distribute the draft templates to the statewide workgroup members.

IV.   Action Items for Next Meeting
- Review Patient Authorization Information Release Forms and Template
- Review Enforcement Template
- PKI Presentation
- Further discuss workgroup issues

V.   Next Meeting
- The next meeting will be:
  Tuesday, March 05, 2002
  10:00 – 11:30 A.M.
  CalPers Building, 400 P Street
  Conference Room 2180
  Telephone Conference TBD
  Check websites www.dds.ca.gov/hipaasecurity for any schedule changes, or contact Mina Martel at mmartel@dds.ca.gov